

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



NUMBER 8.6

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Predictive Maintenance Included in Preventive Maintenance Tasks

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document process whereby inspection and replacement of parts and

materials takes place prior to failure

PROCEDURE: By including inspection tasks and system operations in our preventive

maintenance lists and authorizing replacement or repair of associated items, we are forestalling subsequent breakdowns and potentially

eliminating additional garage visits and / or towing.

The preventive maintenance tasks lists will be reviewed annually by the Equipment Services Leadership Team headed by the Fleet Manager. Task list suggestions will be analyzed and the changes will be made if found legitimate.

A few examples of the inspection tasks and systems operations follow:

Brake system

- Pull all wheels, check linings
- Check and adjust service and hand brakes
- Check for system leaks

Engine

Inspect all belts

Cooling system

Inspect all hoses and clamps

Chassis and general

• Inflate tires to proper pressure

Final Check

- Operate all auxiliary systems
- Check emergency equipment (police enforcement vehicles)

PREPARED BY: Michael Quattrone, Fleet Manager

DATE: February 8, 2011

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